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OFFICE OF TRAINING BULLETIN



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FOREWORD

In order that the OTR Bulletin may achieve its basic purpose of summarizing and consolidating in a single publication, as far as practicable, the information pertinent to the current Agency training effort, it will be published hereafter on a monthly basis.

The Courses, Activities and Programs sections, introduced in this issue, is designed to provide you with information about new training developments supplementary to that contained in your office copy of the OTR Catalog of Courses.

Your comments and suggestions regarding the OTR Bulletin are welcome, and should be addressed to the Chief, Plans and Policy Staff, OTR, extension

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MATTHEW BAIRD
Director of Training

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REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. Course dates and deadline dates for registration are as follows:

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRATION DEADLINE</u>	<u>COURSE DATES</u>
Basic Orientation	B-3	27 Aug.	4-28 Sept.
Administrative Procedures	B-4	31 Aug.	10-28 Sept.
Operations Support	B-5	16 July	23 July - 24 Aug.
Basic Management (GS 11 - 15)	B-8	2 July	9 July - 3 Aug.
Basic Management (GS 11 - 15)	B-8	31 Aug.	10-21 Sept.
Clerical Refresher Program			
Pre-testing for the Clerical Refresher Program is scheduled for 5 July in Room 2300, Wing C, Alcott Hall as follows:			
9:00 - 10:00	Typing		
10:00 - 11:00	Shorthand		
11:00 - 12:00	English Usage		
Clerical Refresher Program	B-12 to 19	31 Aug.	10 Sept. - 5 Oct.
Instructional Techniques	B-20	31 Aug.	10-14 Sept.
Effective Writing	B-21	31 Aug.	10 Sept. - 16 Nov.
Intelligence Principles and Methods	I-1	23 July	30 July - 24 Aug.
World Communism	I-2	27 Aug.	4-28 Sept.
Effective Speaking	I-5	31 Aug.	10 Sept. - 17 Oct.

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<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRATION DEADLINE</u>	<u>COURSE DATES</u>
Writing Workshop	I-6	27 Aug.	4 Sept. - 27 Sept.
Reading Improvement	I-7	20 Aug.	27 Aug. - 12 Sept.

Applications for Area Training and part-time Language Training Courses must be submitted to the Registrar two weeks prior to the starting date of the course:

AREA TRAINING

Northeast Asia Regional Survey	9 July	23 July - 17 Aug.
Soviet Bloc Regional Survey	6 Aug.	20 Aug. - 26 Oct.
Americans Abroad - 	9 July	23-27 July
Americans Abroad - 	27 Aug.	10-14 Sept.

LANGUAGE TRAINING (PART-TIME)Japanese

Elementary Reading, Writing, and/or Speaking	21 Aug.	4 Sept. - 7 June
Intermediate Reading, Writing, and/or Speaking	21 Aug.	4 Sept. - 7 June
Advanced Reading, Writing, and/or Speaking	21 Aug.	4 Sept. - 7 June

German

Elementary Reading	4 Sept.	17 Sept. - 11 Jan.
Applied Translation Group	4 Sept.	17 Sept. - 11 Jan.

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LANGUAGE TRAINING (FULL-TIME)

Applications for Intensive (Full-Time) Language Courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualification Review Panels prior to approval for training:

<u>COURSE TITLE</u>	<u>COURSE DATES</u>
Russian (Yearly, 38 weeks)	10 Sept. 1956 - 31 May 1957
Russian, Phase I (Yearly, 13 weeks)	17 Sept. 1956 - 14 Dec. 1956
Chinese (Yearly, 48 weeks)	1 Oct. 1956 - Aug. 1957
French (Twice yearly, 23 weeks)	1 Oct. 1956 - 8 March 1957
German (Twice yearly, 23 weeks)	1 Oct. 1956 - 8 March 1957
Greek (Yearly, 44 weeks)	1 Oct. 1956 - August 1957
Italian (Twice yearly, 23 weeks)	1 Oct. 1956 - 8 March 1957
Rumanian (Twice yearly, 22 weeks)	1 Oct. 1956 - 22 Feb. 1957
Serbo-Croatian (Yearly, 39 weeks)	1 Oct. 1956 - 31 May 1957
Spanish (Twice yearly, 23 weeks)	1 Oct. 1956 - 8 March 1957
Chinese, Phase I (Yearly, 15 weeks)	15 Oct. 1956 - 25 Jan. 1957

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TESTING SERVICES

Your office copy of the OTR CATALOG OF COURSES provides information regarding testing in the Administrative Foreword section, and in the pre-requisites of the individual course listings. The following details are supplementary:

TESTING SCHEDULED BY TRAINING OFFICERS

1. Basic Orientation and Operations Support

25X1A Students entering these courses must be scheduled for testing, by the Assessment and Evaluation Staff, OTR, at least two weeks prior to the beginning of the course. Call extension [REDACTED] before noon of any Thursday, to arrange appointments for your personnel, then advise the individuals that the testing is administered (every) Friday, requires a full work-day, and begins at 0830 in room 1331, R&S Building.

2. Qualification Review Panel

Students appearing before QR Panels must be scheduled for testing, by the A&E Staff, at least two weeks prior to the date the panel meets. The Testing and Procedural details, are the same as in 1. above.

3. Foreign Language Aptitude Test Battery

This battery tests the various aptitudes brought into play in the study of any foreign language, and provides an index for predicting the probable degree of the student's success in such study. The test is the same, no matter what language is to be studied.

25X1A Students applying for training in a foreign language at Agency expense, in courses conducted either within or outside the Agency, must be scheduled for this test battery at least two weeks prior to the beginning of the Agency course, or prior to the date the individual appears before a Qualification Review Panel. Call extension [REDACTED] before 1700 of any Monday, to arrange appointments for your personnel, then advise the individuals that the testing is administered (every) Tuesday, requires a half work-day, and begins at 0845 in room 1331, R&S Building.

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4. Foreign Language Proficiency Tests

The Foreign Language Proficiency Tests should not be confused with the Foreign Language Aptitude Test Battery (3. above). Foreign Language Proficiency Tests are for those who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Language and Area Training School, to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about 3-4 hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required, to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Wednesday (note schedule of languages and dates below). Call extension [REDACTED] at least one week prior to the date of a test, to arrange appointments for your personnel.

<u>LANGUAGES</u>	<u>TEST DATES</u>	<u>LANGUAGES</u>	<u>TEST DATES</u>
Czech	19 September	Polish	31 October
Finnish	26 September	Rumanian	7 November
French	5 September	Russian	15 August
	21 November		17 October
German	1 August		19 December
	3 October	Serbo-Croatian	28 November
	5 December	Spanish	29 August
Greek	10 October		14 November
Hungarian	24 October	Swedish	12 December
Italian	12 September		

TESTING SCHEDULED BY RECRUITMENT AND PLACEMENT OFFICERS

1. Professional applicants, GS-9 and below, other than JOT's are tested each Tuesday and Thursday at 0830 hours, Wing G, second floor, Quarters Eye. Supervisors must arrange through respective Office of Personnel Placement and Recruitment Officers for appointments; R&P Officers only are authorized to make such appointments by calling extension [REDACTED] prior to 1530 of the day previous to testing.

2. Clerical employees and clerical applicants are tested each morning (except Monday) at 0830 hours, Wing G, second floor, Quarters Eye. Supervisors must arrange through their respective Office of Personnel Placement and Recruitment Officers for appointments. The procedural details are the same as in 1. above.

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COURSES, ACTIVITIES, AND PROGRAMS

This "CAP" section of the Bulletin is designed to be the current supplement to your office copy of the OTR CATALOG OF COURSES. It provides you with approximately 60 days advance notice of forthcoming courses, activities, and programs which are not described or scheduled in the catalog, or which, though listed therein, require addition or amendment. Your Training Officer will assist you in regard to further information or service concerning these training matters. He is the supervisor's established contact with the Office of Training

REGIONAL SURVEY: Northeast Asia

23 July to 17 August

This course will be given Monday, Wednesday, and Friday, from 1000 to 1200, in Room 2524, Quarters Eye. Applications must be received by the Registrar, Office of Training, on or before Monday, 9 July. An interview with the principal instructor, [REDACTED] Room 2518 Quarters Eye, extension [REDACTED] is expected of applicants.

Class Schedule:

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Monday, 23 July	The Geography of the Area
Wednesday, 25 July	The Racial Components
Friday, 27 July	Political Growth I: 19th Century
Monday, 30 July	Political Growth II: 1900 - 1932
Wednesday, 1 August	Political Growth III: 1932 - 1950
Friday, 3 August	Political Growth IV: 1950 - 1956
Monday, 6 August	Social Patterns and Developments
Wednesday, 8 August	The Current Economic Picture in Japan
Friday, 10 August	The Current Economic Picture in Korea, Formosa and Okinawa
Monday, 13 August	The Current Economic Picture in Mainland China
Wednesday, 15 August	The U. S. and Northeast Asia
Friday, 17 August	Critique and Final Examination

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NOONTIME MOVIE PROGRAM

July through September

You are invited to attend the various foreign language and English films to be shown in Room 1016, R & S Building, at 1200 hours on Tuesdays, Wednesdays and Thursdays. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial:

3 July Tuesday	Silent English film: "Ten Days That Shook the World" (Classic of Bolshevik Revolutionary action)
5 July Thursday	Russian film: "Let Us Go, Sukhumi" H6221 (Members of Moscow Automobile Club take a trip from Moscow to Sukhumi, on Black Sea)
10 July Tuesday	Japanese films: "Nikkatsu World News No. 24" H6922 and "War Bond" H6573
11 July Wednesday	Russian film: "Admiral Ushakov" E6619 (Story of one of Russia's naval heroes)
12 July Thursday	German films: "The 13th of October" C6534, "The Rumor" H6031 and "It's Up to You" H6030
17 July Tuesday Aud., T-30	Chinese Film: "Secretary of the Raikom" E6570 (Story of resistance of Soviet party functionary against Nazis in World War II)
18 July Wednesday	Russian newsreels (3)
19 July Thursday	Russian film: "August 14" (Panoramic survey of progress from World War II to 1947)
24 July Tuesday	English film: "Communist Blueprint for Conquest" J6120 (Strategic Intelligence School film on Communist strategy of aggression)
25 July Wednesday	Russian film: "The Russian Question" (Movie version of recent anti-American theater hit)
26 July Thursday	English film: "USSR" MF 30-8656 (New film of Strategic Intelligence School intended for general area study)

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31 July Tuesday	French film: "Bolero" D6175
1 August Wednesday	Russian newsreels (3)
2 August Thursday	English films: "Travels Through Karelo-Finnish USSR" C6389, "Northern Bukovina" C6282 and "The Urals" C6281 (Area Studies)
7 August Tuesday	Spanish films: "New Prisons - New Men" O7221 and "Don't Talk" B6179
9 August Thursday	Italian film: "Bicycle Thief" H7265 (Prizewinning film of postwar Italy)
14 August Tuesday	Spanish films: "Sons of the Conquistadores" H6121 and "Peruvian Gold" H6138
15 August Wednesday	Russian newsreels (3)
16 August Thursday	Portuguese films: "The Fleet That Came to Stay" and "Portuguese Patrol Bomber"
21 August Tuesday	German films: "Soviet Zone Uncensored" and "At the Begin- ning Was the Dead"
22 August Wednesday	Russian film: "Soviet Georgia" O6381 (Travelogue)
23 August Thursday	Russian films: "Soviet Tadzhikistan" E6045, "Travels Through the USSR: The South Coast of Crimea" E6290, "Soviet Armenia Excerpts" G6250, and "Soviet Border — Iran, Turkey, Afghan- istan" H6729
28 August Tuesday Aud., T-30	Japanese film: "Cheerful Daughter" G6714
29 August Wednesday	Russian newsreels (3)
30 August Thursday	German films: "Sweden" H6043 and "Letter from an Airline Pilot" H6045

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